

Procurement Category Manager

Job Level	5	Job reference No.	5147
		Role review date	2021
Directorate	FP&R	Service/Function	Procurement
Reports to	Head of Procurement		

Scale and scope of role

Direct reports	Up to 3	Indirect reports	n/a
Budgetary responsibility / accountability	£150,000	Accountability for other resources	Driving strategy for approx. £15m of external Spend
Reach and impact	The post holder will lead, manage and proactively deliver end to end procurement strategies in collaboration with senior stakeholders to ensure that they deliver sustained valued and are aligned to our strategic objectives. Cross Organisational scope of category management on the level of £10-20m with high level of supply base complexity.		

Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the global Red Cross and Red Crescent humanitarian network.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Purpose of the role

The purpose of this post is to lead and manage the strategic procurement of various goods and services for the British Red Cross on category level and influence supplier management practices, to ensure all aspects of procurement is carried out in a capable, thorough and professional manner in order to achieve the business targets, mitigate risk and ensuring value for money, savings and efficiencies.

Additionally, the Category Manager shall provide effective supervision and support for development of Senior Procurement Specialist and/or Procurement Specialist and Procurement Administrator (optional if applicable for Category)

Main responsibilities

Category Strategy and Value Delivery

- Develop and implement end to end procurement strategies (taking into account medium to long term internal needs and external considerations to deliver best value to BRC: maximum value for money in whole life costing context, risk mitigation, access to innovation and tangible contribution to BRC strategic objectives
- Analyse spend profile and future needs from multiple data sources and engagement with stakeholders across organisation to identify efficiency opportunities, align and execute their implementation in line with wider company objectives and delegation of authority levels
- Ensuring robust execution of best in class procurement and purchasing practice for dedicated spend area fully aligned with company strategic objectives
- Develop procurement strategies and governance papers
- Conduct proactive Market research and supplier engagement for complex categories, understand external market conditions, identify efficiency and innovation opportunities
- Define and manage rolling work programme for category to ensure sustainable year on year value delivery.
- Identify areas for cost savings/quality improvements and actively drive value across dedicated spend area working collaboratively across the directorates to identify organisation opportunities (including outsourcing and insourcing)
- Liaise with other purchasing bodies within public, private and 3rd party sector to identify and execute areas of collaboration and synergies

Procurement Service and Change Management

- Lead Procurement initiatives and commissioned projects for high value/ complex areas ensuring supportive stakeholder and change management with timely delivery.
- Leadership, influencing and management of the project teams for organisational procurement initiatives . #
- Act as a Business Partner for dedicated directorate(s) including definition and prioritisation of mid to long term objectives for business procurement needs, objectives and resource alignment, execution and compliance monitoring.
- Act as key point of contact for professional expertise for dedicated spend and partnering area
- Create and manage tendering process for high value/complexity spend areas in compliance with Society's procurement procedures and procurement best practice. This would involve the management of RFI/RFQ/RFP/E-auctions leading through transparent evaluation to the award of high value contracts, single and multi-lot framework agreements, dynamic purchasing systems and/or alternative commitment arrangements
- Prepare negotiation strategy, align and conduct negotiation for high complexity/value spend areas and use them to full effect to deliver added value. Consult and engage with professional services teams to lead commercial negotiation advice on non-commercial aspects in scope of negotiation.

- Leadership of procurement activities relating to contracting process, ensure efficiency of the business award and contracting process with development and alignment of appropriate recommendation for decision maker
- Advise on, advocate and drive best procurement and purchasing practices across organisation and proactively engage on matters influencing addressable third part spend. Proactively work on the actions ensuring early procurement involvement.
- Engage with stakeholder to continuously improve and drive procurement practice in dedicated spend area in line with Procurement and Purchasing Policy.
- Ensure compliance with applicable legal and regulatory requirements.
- Evaluate and advise on risks in strategic procurement and supply

Supplier Management

- Develop/implement/monitor supplier performance management plan for spend in scope. Animate Supplier Relationship Managers community for continuous improvement in performance and contract management practice
- Provide contract management and supplier management expertise to business partners and supplier relationship managers ensuring procurement involvement on all strategic matters.
- Develop strategies that promote improved contract and supplier performance management that minimises risks and improved performance.
- Develop and assist the management and mobilisation of new high value/complex contracts, framework agreements and dynamic purchasing systems, including agreeing mutual programmes of work and Project Initiation Documents with successful tenderer(s).
- Ensure top level oversight of supplier Performance practice for category(ies). Act as escalation point for specific supplier performance issues in line with Supplier Management Guidelines, if necessary, engage in management of supplier performance and take remedial action to improve performance, including the development of Improvement Plans.
- Proactive management of risk exposure in BRC inbound supply chain and support for risk mitigation action development for directorates through development and execution of due diligence process, supplier management practices and external factors monitoring for dedicated area of spend

Management & Leadership responsibility

Team Leader

- All team members understand their responsibilities and objectives
- All resources involving staff managed in accordance with BRC policies and procedures
- All staff are kept informed of relevant organisational plans and updates on development
- Team ideas and comments are encouraged, communicated and forwarded appropriately.

Team Member

- Actively participates in all team meetings
- Supports other team members
- Work and behaves in accordance with all BRC policies and procedures

- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

Pre- engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

Drivers Checks

> Required No

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic-self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness

Person Specification

	Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)

Knowledge and Skills	Essential	<ul style="list-style-type: none"> Advanced CIPS Diploma or equivalent education and/or experience Strategic procurement knowledge with ability to develop and execute category strategy for high value (~ 3-5£m)/complex spend area in matrix environment Change Management, Communication with Senior stakeholders and Influencing Skills, Strong Knowledge of Sustainable Procurement Working knowledge of Legal concepts relating to Supply of goods and services, contract drafting 	S		A
	Desirable	<ul style="list-style-type: none"> MCIPS Diploma or equivalent from Logistic/Supply chain/Business Background Knowledge of Market trends and technical knowledge relating to category Innovative mindset and creative thinking Advanced knowledge of wider Supply Chain efficiency mechanisms 	S		A
Experience	Essential	<ul style="list-style-type: none"> Experience in Strategic sourcing function including strong track record of category management, leadership in value identification and delivery in various spend areas (directs and indirects) Strong track record of value delivery through variety of strategic procurement levers Experience in prioritisation and successfully operating in uncertain environment Demonstrated supportive stakeholder management and ability to influence company wide change for complex spend area Strong track record of tendering process and alternative market engagement for high value/complex spend areas Proven experience of Supplier performance management, issue resolution for high value/complexity categories Appropriate knowledge of relevant markets, products and services. Able to identify changes and developments in the market place to harness opportunities and minimise risk Track record of development and influencing through management information for Director level and above 	S		A
	Desirable	<ul style="list-style-type: none"> Experience in managing specific category Track record of procurement initiatives delivery with favourable CO2 footprint impact Experience in leadership of BPR (Business Process Reengineering) for complex area Experience in Procurement function operating in Business partnering model 	S		

		<ul style="list-style-type: none"> • Experience of defining and managing Procurement function Performance • Track record of value delivery through cutting-edge innovative procurement arrangements as (ex. consortium buying) and outsourcing/insourcing development 		I	A
Behaviours	<p>Embracing and leading change: Promotes and delivers significant change</p> <ul style="list-style-type: none"> • Delivers organisational change by recognising the strategic direction, identifying future needs and providing explanations • Can effectively communicate the benefits of change, or respectfully and constructively challenge it, where appropriate • Identifies and supports others to manage own responses around change and uncertainty <p>Working collaboratively: Builds strategic collaborative relationships and partnerships across their area of responsibility</p> <ul style="list-style-type: none"> • Networks and develops the right national/ international partnerships • Connects the right people to ensure individuals and communities get the full range of support they need • Leads by example by thinking ahead and developing and maintaining external and internal collaborative relationships for the British Red Cross to achieve its strategic objectives <p>Invests time to find out what others think and develops relationships with a mind to future potential opportunities</p> <p>Communicating and influencing: Takes multiple steps to communicate and influence</p> <ul style="list-style-type: none"> • Uses appropriate British Red Cross communication tools and channels to deliver multiple messages to a range of stakeholders, clearly and effectively • Influences others using compelling, well thought through arguments to build support and engagement <p>Provides explanations, raises awareness of issues and sends consistent messages in order to support progress</p> <p>Developing yourself and others Develops skills and abilities for the long term</p> <ul style="list-style-type: none"> • Facilitates on-going learning and development for themselves and others by prioritising development and promoting, supporting and making available developmental opportunities and evaluating their effectiveness <p>Coaches, mentors and develops others for the long term > Takes actions to address knowledge and skills gaps and ensure that people and teams have the skills and behaviours needed for good performance</p>			I	A
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Additional requirements	Essential	<ul style="list-style-type: none"> • Ensures inclusive practice and promotes diversity • Prepared to travel in UK when essential (national remit of role, Estim travel 10%) • Prepared to work flexibly, which from time to time will mean working outside normal office hours 	S	I	
	Desirable				

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.